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DCI

OLC 78-0815
24 February 1978

MEMORANDUM FOR: OLC'ers

FROM:
Acting Legislative Counsel

SUBJECT: DCI/DDCI Correspondence

1. I am proud of the hard-working, industriousness and competence of our entire staff. We produce an immense amount of work in numerous areas. A small part of our work is to prepare responses to incoming congressional mail for DCI/DDCI signature.

2. Unfortunately, the responses we prepare for the DCI/DDCI, while a small part of our overall workload, are the part of our work which probably receives the most high-level attention (and criticism) of anything else we do. This criticism can obscure the quality of the other good work we do. It is unfortunate that this small part of our workload must be used to measure the quality and quantity of our overall performance. Our shortfall revolves mostly around our failure to adhere to the five-day rule.

3. The five-day rule: In accordance with an agreement reached between and Admiral Turner, all outgoing correspondence requiring the signature of the DCI/DDCI must be signed within five working days (repeat, working) of the date of receipt of the incoming correspondence. What this means is that within five working days after Ben Evans assigns the action to OLC, we must have a substantive (or interim) response in the DCI's or DDCI's office for signature, allowing for some period of time for DCI/DDCI review. Obviously, since time will be consumed in transmittal between offices and since a reasonable period must be allowed for review of the correspondence by me (or Evans and the DDCI (if for DCI signature), the period for searching out the material, drafting and coordinating the answer is cut to four plus days.

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4. For the above reasons, I have decided to institute a special handling procedure which will be used only for responses to incoming correspondence which necessitates the DCI/DDCI signature. In order that such correspondence be readily observable, the action folder will be red in color. Any time anyone sees a red folder, they should immediately be reminded of four things: the matter has a short fuse; it should be handcarried between offices and not wait for the normal mail run; secretaries should call such folders to the attention of the officers or if the responsible officer is not around to the attention of the staff chief; and finally, that constant reminders should be given to the people responsible for getting this correspondence out.

5. The office routine for the handling of this correspondence will be:

25X1 a. Incoming correspondence will be delivered
by Ben Evans to

25X1 b. will place the correspondence in a red folder and mark the deadlines on a sheet designed for this purpose on the left-hand side (inside) of the folder. The red folder is then delivered to Registry for logging and assigning.

c. The folder will then be handcarried to the appropriate staff chief for further assignment.

d. The folder will then be handcarried to the officer responsible for searching out the material, drafting and coordinating the answer.

e. When a response has been prepared, the folder will then be handcarried to the staff chief for review (if the staff chief is unavailable for review within one hour of the time it reaches his desk, the secretary should withdraw the folder and take the next step).

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f. The folder will then be handcarried to the front office for my review (or THW's in my absence).

25X1

g. The folder will then be handcarried to Ben Evans by en route to the DCI and/or the DDCI.

6. The sheet on the left-hand side of the folder will be designed as follows:

Date/Hour Received in OLC:
Date/Hour Carried to Registry:
Staff Assigned to:
Date/Hour Carried to Staff:
Officer Assigned to:
Date/Hour due LLM/THW:
Date/Hour due Evans:

7. Interim responses:

a. Interim responses are permissible when:
(1) the search and coordination phase cannot be done within the time limit; and (2) when other valid reasons dictate.

b. Consideration should be given to contacting (calling) the office to communicate the points to be covered in e. below.

c. The responsible staff officer should determine an estimated completion date.

d. The responsible staff officer should determine whether a partial substantive response is possible.

e. The content of the interim response should touch the following points:

(1) A reference to incoming correspondence.

(2) A partial, substantive response, if possible (for example, when someone writes

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in concerned about a particular activity, you may wish to say that we appreciate his concern, etc., etc.).

(3) A reference should be made to contact with a staff member, as appropriate.

(4) In most cases, it should contain an estimated completion date.

8. If we all try to make this new procedure work, it will. It may have to be modified at some point if practice so dictates and any suggestions for changes should be brought to my attention; but for now, we will run with it and, hopefully, it will solve the problem.

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Distribution:

1 - Each OLC'er	1 - OLC Subject
1 - Ben Evans	1 - OLC Chrono

25X1

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